

B.3 MANAGEMENT OVERSIGHT CONTROLS (CUSTOM)

(a) The Contractor shall submit all analyses, options, recommendations, reports, and training materials required under this task order in draft for critical review by the Contracting Officer (CO) or the Task Order Contracting Officer's Representative (TOCOR). The Government will make all final regulatory, policy, and interpretive decisions resulting from Contractor-provided technical support under this task order and make the final decision on all Contractor-provided recommendations. The Contractor shall not publish or otherwise release, distribute, or disclose any work product generated under this task order without obtaining EPA's express advance written approval. When submitting materials or reports that contain recommendations, the Contractor shall explain or rank policy or action alternatives; describe procedures used to arrive at recommendations; summarize the substance of deliberations; report any dissenting views; list sources relied upon; and detail the methods and considerations upon which the recommendations are based. The Contractor shall not provide any legal services to EPA under this contract, absent express written advance approval from EPA's Office of General Counsel.

(b) All Contractor, subcontractor, and consultant personnel shall wear prominently displayed identification badges at all times when performing tasks under this task order and when interacting with EPA officials, federal agencies, state, tribal and local Governments, business, industry, and the general public. The badge shall contain the individual's name and the company's name and logo. The office space occupied by Contractor staff in any location that is also occupied by EPA employees shall be identified with appropriate signs that include the Contractor's name. When participating in any event and/or discussion (e.g., answering the telephone, participating as a panel member or speaker), Contractor staff shall verbally identify themselves as Contractor personnel so that there is no possible appearance of being EPA officials.

SECTION C – DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

This section incorporates all of the clauses and provisions of the Contractor's underlying GSA Contract GS00Q09BGD0039

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The full text of clauses incorporated by reference may be found electronically at The full text of EPA Acquisition Regulation clauses incorporated by reference may be found electronically at http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title48/48cfrv6_02.tpl

C.1 TASK ORDER STATEMENT OF WORK

C.1.1 The Contractor shall furnish the necessary personnel, material, equipment, services and facilities to provide support the Enterprise Content Management System (ECMS) task order for the tasks that are included in the statement of work (SOW) and as directed by the Task Order Contracting Officer's Representative (TOCOR), the Alternate TOCOR and/or the Contracting Officer. The Contractor shall perform work under this task order only as directed in the tasks detailed in Attachment A – Statement of Work.

C.1.2 Long Distance Travel

The contractor shall submit all requests for long distance travel in accordance with the task order clause "Approval of Contractor Travel." All of the contractor's long distance travel estimates shall be in accordance with the Federal Travel Regulation.

C.2 NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS (EP 52.000-000) (NOV 1984)

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this task order:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the Contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime Contractor under an EPA prime contract for its subcontractor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.
14. Any contract which authorizes a Contractor to represent itself as EPA to outside parties. Conducting administrative hearings.
15. Reviewing findings concerning the eligibility of EPA employees for security clearances.
16. The actual preparation of an office's official budget request.

C.3 EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (JULY 2012)

Incorporated by reference.

C.4 ADDITIONAL INFORMATION REGARDING EPA POLICIES FOR

INFORMATION RESOURCES MANAGEMENT (CUSTOM)

- (a) The Contracting Officer (CO) reserves the right to update the task order with any changes to EPA policies and procedures for Information Resource Management whenever the EPA, the Office of Management and Budget (OMB) and/or the Office of Federal Procurement Policy (OFPP) policies, procedures and regulations change.
- (b) The CO will provide the Contractor with an opportunity to respond to changes to the policy procedures; however, the Contractor shall comply immediately to these changes unless the CO directs otherwise or provides the Contractor with a specific written exemption.